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## SECURITY INFORMATION

OCT 29 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Table of Organization for Certain DD/P Units

REFERENCE: (Attached as Tabs)

- Tab A - Memorandum for DD/A from DD/P, dated 10 October 1952, Including Concurrence of the Chief, Organization and Methods Service, 23 October 1952.
- Tab B - Comments of the Comptroller, dated 28 October 1952.
- Tab C - Statement of Functions and Staffing of the DD/P Office.
- Tab D - Statement of Functions and Staffing of the Office, Chief of Administration.
- Tab E - Statement of Functions and Staffing of the Inspection and Review Staff.

1. Tab A is a transmittal request from the DD/P to the DD/A stating that the Table of Organization was prepared pursuant to the 1 August 1952 reorganization of the CIA Clandestine Services as directed by DCI. The DD/P further requested that the T/O be processed and approved in an expeditious manner in order to provide for proper personnel slotting of individuals presently assigned to the tasks involved but administratively carried against other Agency positions. Tab A also lists the concurrence of the Chief, Organization and Methods Service in the T/O and functions.

2. Tab B sets forth the comments of the Comptroller who indicates that:

- a. The T/O provides for a new organization for the immediate Office of the DD/P.
- b. The organization provides for ☐ positions in the immediate Office of the DD/P compared to ☐ positions previously carried on the T/O for this Office. The new CAO provides for ☐ positions to service clandestine operations which previously was broken down into various organizational units of OPC and OSO.
- c. There is no conflict between the total positions authorized for CIA.
- d. It is believed that the average salary of positions is not substantially higher than was provided for in the budget for the fiscal year 1953.
- e. In line with present plans for redrafting the budget for the clandestine operations of the Agency, adequate funds are available to cover this proposal.

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BOX NO. 2 NO CHANGE  
 IN CLASS/DECLASS/CLASS CHANGED TO  
 NEXT REV DATE 87 REV DATE 7-5-77 REVIEW  
 NO. PGS 29 CREATION DATE - ORG COMB  
 REV CLASS 5 REV COORD. - AUTH: H

SECURITY INFORMATION

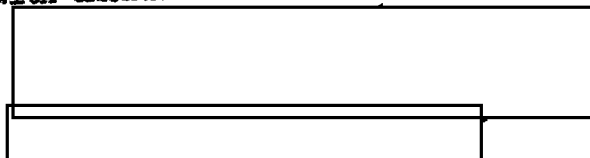
3. Super grade positions and closely related positions listed in the proposed T/O are subject to review by the Agency Super Grade Review Board and final approval of the DCI, in accordance with CIA Notice

4. The Personnel Office does not concur in the allocation of Chief, Reports and Analysis Division, CAO, to grade GS-16. Consequently, re-commendation has been made to the Super Grade Review Board that the position be approved at the GS-15 level. The remainder of positions in this Division have been graded accordingly.

5. Additionally, the Personnel Office does not concur in the allocation of the Chief, Administrative Services Unit to grade GS-12. The proposed duties and responsibilities of this position were reviewed and evaluated and in comparison with similar type positions, which formerly existed in the old OSO and OPC organizations, determination was made that proper allocation of the position is grade GS-11. The remainder of the positions in the Unit have been adjusted to conform with a logical grade pattern required through the readjustment of the Chiefs position.

6. The Administrative Officer positions in the Office of COPS and the Executive Secretariat proposed at GS-11 and the Senior Administrative Assistant proposed at GS-11 in the office of the Chief of Administration are retained on the T/O at that level subject to a more detailed review and evaluation of the exact scope of their assignment.

7. The Personnel Office recommends approval of the attached Table of Organization for the DD/P with amendments as cited.



Assistant Director (Personnel)

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5 Attachments  
as stated

Action by Approving Authority

Date 30 October 1952  
T/O & Ceiling Approved (~~Disapproved~~),  
exceptions, if any



Assistant Deputy Director  
(Administration)

Subject to further discussion with the CAO/DDP with reference to paragraph 5 above, if this can be satisfactorily resolved no further reference to this Office is necessary; otherwise, the specific position should be referred again to the DD/A.

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**TAB**

ER-3-3453

987 10 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Tables of Organization for Certain DD/P  
Units

1. Attached herewith are Tables of Organization and Statement of Functions for the Office of Deputy Director (Plans), DD/P Inspection and Review Staff, and DD/P Administrative Staff. These Tables of Organization have been prepared pursuant to the 1 August 1952 reorganization of the CIA Clandestine Services as directed by DCI.

2. It is requested that these Tables of Organization be processed and approved in an expeditious manner, inasmuch as the legal creation of these positions will allow proper personnel slotting of individuals presently assigned to the tasks involved but administratively carried against other Agency positions.

3. Your attention is invited to the fact that in addition to the usual processing by the Office of Personnel and Organization & Methods Service, all three Tables of Organization will be subject to the provisions of CIA Notice [redacted] "Standardization of Agency Administration of Grade GS-16, GS-17, and GS-18 Positions".

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[redacted]  
FRANK G. WISNER  
Deputy Director (Plans)

3 Encls.

Tab A - T/O for DD/P  
Tab B - T/O for CAO/DD/P  
Tab C - T/O for IRS

1st Ind.

October 23, 1952

Concur in T/O and functions.

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Chief, Organ. & Methods Service

TAB

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28 October 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Proposed T/O for the Office of the DD/P including CAO

1. The subject proposal provides for the new organization for the immediate Office of the DD/P, together with the organization for CAO, a newly established organizational unit in the DD/P area which will be responsible for the administration of certain overall administrative functions in the clandestine operations group.

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2. The organization provides for ☐ positions in the immediate office of the DD/P compared to ☐ positions previously carried on the T/O for this office. In view of the overall reorganization of the clandestine operations of the Agency, however, these figures are not directly comparable. The new CAO, which includes a proposed Reports and Analysis Division, a Publications Control Unit and an Administrative Services Unit, is a new organization which it is proposed will have an authorized strength of ☐ positions (it is noted in Tab B that a total of ☐ positions is shown but the detailed support only lists ☐ positions). The functions of the CAO provide for an overall service to clandestine operations which previously was broken down into the various organizational units of OPC and OSO.

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3. There is no conflict with total positions authorized for CIA because it is understood that this proposal is within the total positions approved for the DD/P group for which an overall ceiling has been imposed for fiscal years 1953 and 1954.

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4. This proposal includes provisions for a total of ☐ (see Attachment A). In view of the change in organization involved, it is suggested that the request for these positions, except that for DD/P, be submitted to the Board as established by the approval of the staff study concerning "Agency positions, Grades GS-16, GS-17 and GS-18."

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5. The pattern of the grade structure of the proposed office is given in Attachment 1 showing the average grade for the ☐ positions as 10.5 and the average salary as \$7,124. In view of the complete reorganization, it is not possible to compare either the average grade or the average salary with amounts previously approved by the Bureau of the Budget for the current fiscal year. It is believed, however, that the average salary is not substantially higher than was provided for in the budget for the fiscal year 1953.

6. In line with present plans for redrafting the budget for the clandestine operations of the Agency, adequate funds are available to cover this proposal.

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Proposed Grade Structure of Certain DD/P  
Organizational Units Listed

Grade	DD/P <u>1/</u>	CAO <u>2/</u>	Total
GS-18			
GS-17			
GS-16			
GS-15			
GS-14			
GS-13			
GS-12			
GS-11			
GS-9			
GS-7			
GS-5			
GS-4			
Total			
Average grade	10.9	10.3	10.5
Average salary	\$7,396	\$6,975	\$7,124

1/ Including immediate office of DD/P [ ] positions), Chief of Operations [ ] positions) and Executive Secretariat [ ] positions).

2/ Including Office of the Chief [ ] positions), Reports and Analysis Division [ ]

3/ Tab B gives a total of [ ] positions although the 28 October 1952 details list only [ ] positions.

STATEMENT OF FUNCTIONS

OFFICE OF THE DD/P

The Deputy Director (Plans) is the Director's deputy for all CIA clandestine activities. In this capacity DD/P is responsible to the Director for the planning, execution and review of the missions entrusted to the Director under



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STATEMENT OF FUNCTIONS

CHIEF OF ADMINISTRATION, DD/P

MAJOR FUNCTIONS

1. Advises and assists Senior DD/P operational staffs on matters initiated by their staffs which involve administrative support and require approval of higher authority before action can be taken.
2. Ensures that adequate support is provided by the administrative offices under the Deputy Director (Administration), the Assistant Director for Communications, and the Director of Training.
3. Monitors the establishment and maintenance of current designated contacts in DD/P organizational elements, and organizational entities of the agency support staffs, through which appropriate and expeditious action on support matters can be obtained, and for the secure handling of especially sensitive matters.
4. Reviews operations and activities of the Clandestine Services in order to determine where support weaknesses or deficiencies exist and in order to improve efficiencies and economies.
5. Operates a reports system to determine the adequacy and appropriateness of administrative and support matters and monitors the utilization thereof.
6. Operates, on behalf of DD/P, a publications control system.
7. Provides for such centralized internal administrative services as may be necessary for the Clandestine Services.

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ASSISTANT CHIEFS OF ADMINISTRATION

1. Assures continuing effectiveness and progressive improvement in administrative and logistical support activities in which the DD/P has interests through the conduct of continuous monitoring of such activities.
2. Conducts such surveys, studies and conferences at a high level as are necessary in developing appropriate information, data and recommendations concerning specific problems of an administrative and support nature.
3. Reviews operations and activities of the clandestine services in order to determine where support weaknesses or deficiencies exist and in order to improve efficiencies and economies.
4. Performs such technical and staff supervision and coordination as may be necessary to insure appropriate administration and support for the clandestine services.
5. Collaborates with support elements in the development and interpretation of policies relative to clandestine services' support and administration.

REPORTS AND ANALYSIS DIVISION/CAO

1. Maintains knowledgeability of administrative and logistic progress of DD/P programs through the planning, programming and execution phases with particular emphasis on measurement of actual as against planned accomplishment.
2. Operates a reports system to determine the adequacy and appropriateness of administrative and support matters and monitors the utilization thereof.
3. Coordinates the development of, prescribes and monitors a reporting system for these resources and for all other administrative and logistical activities pertaining to the DD/P organization, e.g.
  - a. Define the scope, content and format of reports
  - b. Recommend assignments of responsibilities for preparation
  - c. Monitor such preparation for accuracy and timely submission
  - d. Coordinate a regular recurring analysis of all these reports in terms of logistic feasibility and support capability and summarize for DD/P

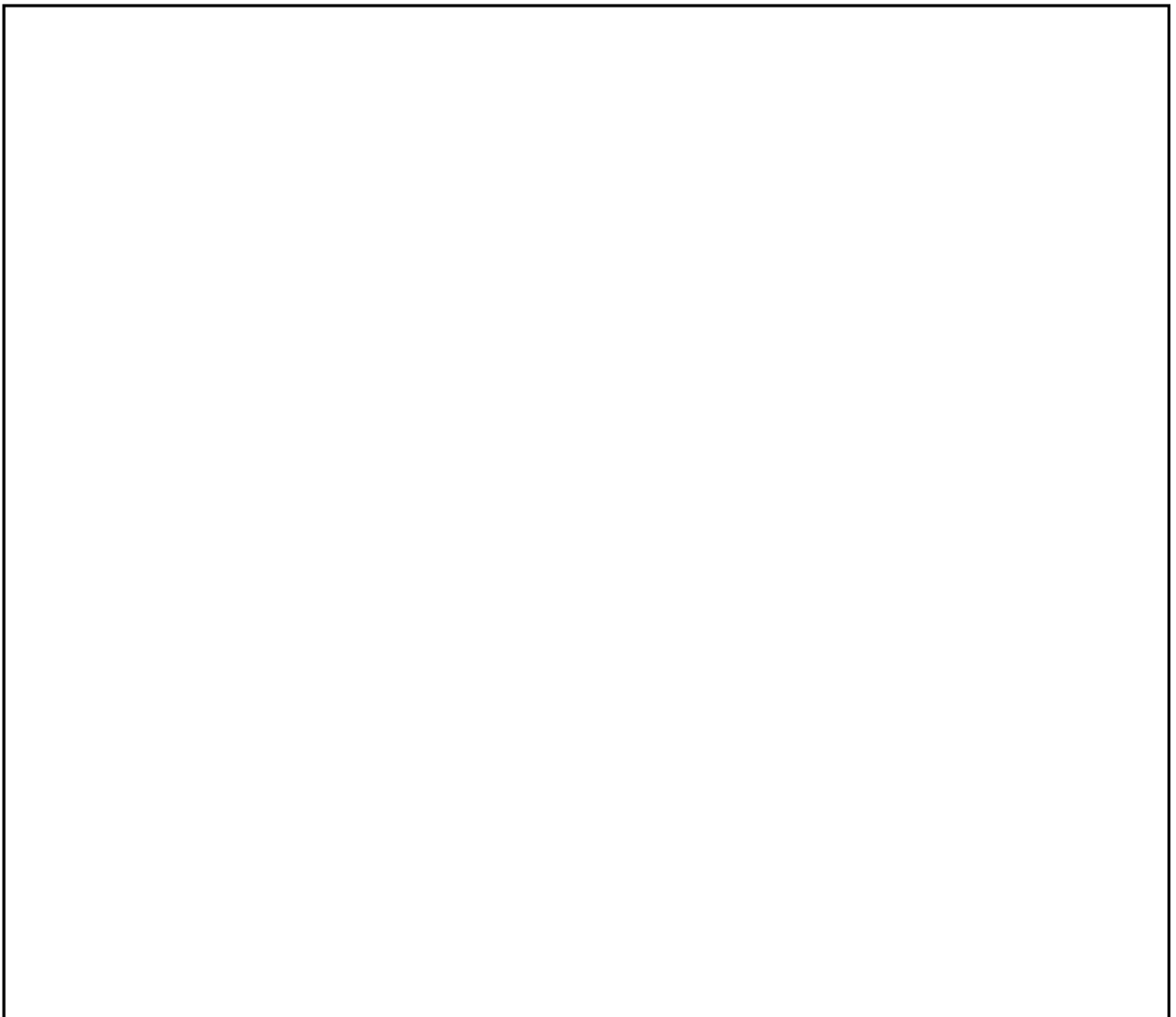
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e. Conducts a continuous review and evaluation of support adequacy and recommends appropriate action when insufficient and imbalanced mutual support by DD/A and DD/P elements is indicated.

f. Insure dissemination of current information on administrative and logistical resources to appropriate operating divisions.

4. Conducts continuing research on the system of program reporting and effectiveness of program execution in the area of administration and logistics.

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STATEMENT OF FUNCTIONS

INSPECTION AND REVIEW STAFF

1. In accordance with Paragraph 2.b. of memorandum from the Director, subject: Organization of CIA Clandestine Services, dated 15 July 1952, there is established in the office of the Deputy Director (Plans) an Inspection and Review Staff responsible directly to the DD/P.

2. The Chief of the Inspection and Review Staff will:

a. Carry out such over-all inspection and review functions as may be directed by the DD/P



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3. The Chief, Inspection and Review Staff will have full access to all information, records, and activities of the clandestine services in carrying out directives of DD/P.

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